## How to file a public comment on CMS

- Go to the Public Utilities Commission's Content Management Site: <u>https://mpuc-cms.maine.gov/CQM.Public.WebUI/ExternalHome.aspx</u>
- 2) If you know the case number, jump to step <u>4</u>. If you do not know the case number, select the link for Advanced Search for Cases or Documents Filed in a Case.

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P	lease <u>Sign in or Register as New User</u> .		
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3) On the search screen, you can look up cases by the name of the utility or the type of utility involved. There are many options, but typically searching by utility name is the most effective. In the Pertaining to Utility/Company box, find the utility you are interested in and select it. To further narrow the results, make sure that you go to the Status option and select Open. Hit the Search button at the bottom of the box. Reviewing the results should provide you with the case number needed.

CMS View/Search					
SEARCH RESET BACK					
Search					
Cases:  Documents:					
Case Search					
Case Number:			Status:	Select	~
Start Date From: (Valid Format : MM/DD/YYYY)			Start Date To: (Valid Format : MM/DD/YYYY)		di d
Itility Type:	Select	×	Filing Party: Add   Remove		
tility Subtype:	Select		Enter full Title or any portion of the text contained in Title:	E	
ase Type:	Select	×	Pertaining to Utility/Company:	Select	*
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4) Click the link to submit a comment in a case:

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	CLICK TO VIEW CASE	on the left and enter as much data as possible to help find the case.	
2	Advanced Search for Lases or Documents Hied in a Case		
2	Old (Pre-1997) Cases		
> >	Documents Filed in Old (Pre-1997) Cases Project/Reports		

5) Enter the case number in the box and click Go.

Public Case Search		
SLARCH BACK		
	Case Number :     e.g. format YYYY-99999	60
SEARCH BACK		

6) To file your comment, please fill out the form that is shown below.

COMMENT BACK			the manufactory of the set of the	a radio berrar con TET
se Details:				
e Number:		2014-00354		
e Title:		REQUEST FOR APPROVAL OF RATE CHANGE - 6.	04 (PROPOSED EFFECTIVE 4/1/2015) PERTAIN	NING TO BERWICK WATER DEPARTMENT.
t Comment				
Name:		Company:		
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If you have any questions or problems when filing your public comment in the CMS, please contact the Office of the Public Advocate at (207) 624-3687 or the Public Utilities Commission (207) 287-3831 for further assistance.